

Section IV: Program 2000: Shared Expenses

This section includes detailed information about the FY2016 Operating Budget & Financing Plan for shared expenses. It includes:

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2100 Employee Benefits & Insurance*Town of Lexington, Massachusetts*

Mission: To provide and manage a comprehensive benefits program for Town and School employees and retirees.

Budget Overview: Included in the Employee Benefits and Insurance program are costs for the Town's pension assessment, workers' compensation, property and casualty insurance, unemployment insurance, health, dental and life insurance benefits and the Medicare tax.

Employee Benefits is comprised of the following:

- Contributory Retirement Assessment: The assessment of the Lexington Contributory Retirement System levied to the Town to finance a portion of retirement benefits of Town and non-teaching School employees. This assessment is issued pursuant to Massachusetts General Laws (MGL) Chapter 32 and is based on an actuarial valuation of the funding obligations of the Lexington Contributory Retirement System. In addition to this assessment, employee contributions - ranging from 5% to 11% depending on the date of hire - make up the majority of the funding of the pension system.
- Non-Contributory Retirement: The cost of benefits for employees who retired prior to the creation of the Lexington Contributory Retirement System.
- Employee/Retiree Benefits: The Town's annual contribution to finance: (1) the cost of health insurance for active Town and School Department employees, and retirees; (2) the cost of dental insurance for active Town and School Department employees, and retirees; (3) the cost of life insurance for active Town and School Department employees and retirees; and (4) the Town's 1.45% share of Medicare tax for all employees hired after 1986.
- Unemployment Compensation: The cost of unemployment payments for eligible employees separated from Town or School Department employment. The Town self-insures for this expense.
- Workers' Compensation: The medical costs incurred by Town and School employees injured on the job, medical costs of former public safety employees who retired on accidental disability, and for "stop loss" insurance to mitigate the Town's exposure to extraordinary work-related medical claims. The Town largely self-insures for this expense, but purchases premium-based stop loss coverage for extraordinary claims.
- Property and Liability Insurance: The cost of premiums for policies that: (1) protect the Town against property loss and damage; (2) insure the Town's vehicles; and (3) cover the Town against liability claims.
- Uninsured Losses: A continuing balance account for uninsured property losses, settlements and deductibles contained in various insurance policies.

2100 Employee Benefits & Insurance*Town of Lexington, Massachusetts*

Authorized/Appropriated Staffing:

Staff support is provided through the Town Manager's Office, Human Resources and Finance Department. Portions of the salaries of four employees are charged to the general fund health insurance budget and property and liability insurance budget.

Budget Recommendations:

The FY2016 recommended Employee Benefits and Insurance budget is \$32,423,749. This is a \$2,599,202 or 8.71% increase from the FY2015 budget. The recommended budget includes the benefits costs (health, dental, life, Medicare and workers' compensation) for all proposed new benefits-eligible municipal positions.

Changes Include:

1. A \$250,000, or 4.99% increase in Contributory Retirement based on a funding schedule included in the January 1, 2014 actuarial valuation of the Lexington Retirement System. This schedule would result in full funding of the system's unfunded liability by 2025.
2. A \$125,000, or 9.24% increase in the Town's contribution for Medicare Tax based on FY2014 actual costs, projected FY2015 and FY2016 salaries and wages, and historical rates of increase in this tax;
3. A \$1,981,965, or 9.54% increase in the health insurance budget. The FY2016 budget is based on an increase of 7.5% on health insurance premiums across all plans; the addition of forty-five (45) School positions and thirteen (13) Town positions; the addition of forty-five (45) subscribers (new retiree subscribers, active employees currently not enrolled in the Town's plan subscribing in the future; which includes active employees switching from individual to family plans).
4. A \$100,537, or 11.19% increase in dental insurance costs based on estimated premium rates for FY 2016;
5. A \$1,595 or 7.38% increase in life insurance costs based on projected enrollments;
6. Level-funding of unemployment insurance based on a projection of a consistent number of claimants for FY2016;
7. A \$30,889 or 5.05% increase in workers' compensation costs based on FY2015 actual experience, the continuation of \$100,000 to finance the medical costs of former public safety employees who retired due to work-related injuries, the continuation of efforts to build a reserve balance in this continuing balance account, and insurance liability for new municipal and school positions recommended in the FY16 budget;
8. An \$83,854, or 10.80% increase in the costs of property and liability insurance based on guidance from our carrier on projected market conditions and additional premium for the Community Center, LHS modular classrooms and the Cary Memorial Building; and
9. A \$25,000, or 14.29% increase in the budget for uninsured losses. The balance in this continuing balance account as of January 3, 2015 is \$630,546.

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 27,579,509	\$ 26,282,535	\$ 29,232,301	\$ 31,752,140	\$ 2,519,839	8.62%
Ambulance Fees	\$ -	\$ -	\$ -	\$ 64,303		
Enterprise Funds (Indirects)	\$ 483,341	\$ 498,290	\$ 508,744	\$ 524,006	\$ 15,262	3.00%
Directed Funding (Revolving Funds)	\$ -	\$ -	\$ 83,502	\$ 83,299	\$ (203)	-0.24%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,824,547	\$ 32,423,749	\$ 2,599,202	8.71%
Appropriation Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 28,062,850	\$ 26,780,824	\$ 29,824,547	\$ 32,423,749	\$ 2,599,202	8.71%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,824,547	\$ 32,423,749	\$ 2,599,202	8.71%
Level-Service Requests	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 2110 Contributory Retirement	\$ 5,124,696	\$ 4,717,542	\$ 5,005,537	\$ 5,255,537	\$ 250,000	4.99%
Total 2120 Non-Contributory Retirement	\$ 12,696	\$ 13,087	\$ 13,447	\$ 13,810	\$ 363	2.70%
Total 2130 Medicare	\$ 1,242,409	\$ 1,312,882	\$ 1,353,328	\$ 1,478,328	\$ 125,000	9.24%
Total 2130 Health Insurance	\$ 19,495,823	\$ 18,656,684	\$ 20,768,749	\$ 22,750,714	\$ 1,981,965	9.54%
Total 2130 Dental Insurance	\$ 875,062	\$ 739,287	\$ 898,208	\$ 998,745	\$ 100,537	11.19%
Total 2130 Life Insurance	\$ 22,210	\$ 18,036	\$ 21,600	\$ 23,195	\$ 1,595	7.38%
Total 2140 Unemployment	\$ 103,321	\$ 217,608	\$ 200,000	\$ 200,000	\$ -	0.00%
Total 2150 Workers Compensation	\$ 511,130	\$ 360,179	\$ 612,223	\$ 643,112	\$ 30,889	5.05%
Total 2160 Property & Liability Insurance	\$ 624,947	\$ 706,487	\$ 776,455	\$ 860,309	\$ 83,854	10.80%
Total 2170 Uninsured Losses	\$ 50,556	\$ 39,033	\$ 175,000	\$ 200,000	\$ 25,000	14.29%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,824,547	\$ 32,423,749	\$ 2,599,202	8.71%
Object Code Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 85,608	\$ 63,292	\$ 81,066	\$ 80,171	\$ (895)	-
Overtime	\$ -	\$ 657	\$ -	\$ -	\$ -	-
Compensation	\$ 85,608	\$ 63,950	\$ 81,066	\$ 80,171	\$ (895)	-
Contractual Services	\$ 27,977,242	\$ 26,716,875	\$ 29,743,481	\$ 32,343,578	\$ 2,600,097	8.74%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 27,977,242	\$ 26,716,875	\$ 29,743,481	\$ 32,343,578	\$ 2,600,097	8.74%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,824,547	\$ 32,423,749	\$ 2,599,202	8.71%

2100 Employee Benefits & Insurance

Town of Lexington, Massachusetts

Focus on: Health Benefits – Line Item 2130




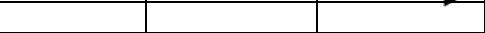





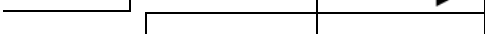
While the cost of health insurance continues to be a concern for the Town of Lexington, as is the case with all public and private organizations in this region and across the country, the Town was successful in negotiating with the Employee Health Insurance Coalition to join the State's Group Insurance Commission (GIC) health insurance program, which should help to slow the future growth of this large cost driver.

The Town and the Public Employees Committee (PEC) have successfully negotiated a three (3) year successor agreement to remain in the GIC through Fiscal Year 2018.

The table on the following page shows the number of employees and retirees enrolled in the Town's health insurance program.

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, Massachusetts

Table 1: Health Insurance Enrollments ⁽¹⁾					
				FY 2015 Budget Based on Actual Subscribers plus Additional Projected Lives shown below	FY 2016 Budget Based on Actual Subscribers plus Additional Projected Lives shown below
	Actual Subscribers November 2010 (FY 2011)	Actual Subscribers November 2011 (FY 2012)	Actual Subscribers November 2012 (FY 2013)	November 2013 (FY 2014)	November 2014 (FY 2015)
Subscribers					
<u>Town</u>					
Individual	76	72	67	77	81
Family	196	192	186	192	187
subtotal	272	264	253	269	268
<u>School</u>					
Individual	331	321	317	330	337
Family	504	506	505	509	498
subtotal	835	827	822	839	835
<u>Retirees</u>	1016	1034	1112	1151	1189
subtotal	2123	2125	2187	2259	2292
Additional projected lives for budget purposes FY 2016					
Position Vacancies					
Individual				0	11
Family				0	17
subtotal				0	28
Estimated Open Enrollment / Qualifying Events ⁽²⁾					
Individual				3	9
Family				2	16
Retirees				0	20
subtotal				5	45
Total	2123	2125	2187	2264	2365
New Positions FY 2016					
School				0	45
Municipal				1	13
Facilities Dept.				0	---
subtotal				1	58
Proposed Reduction in Subscribers FY 2016					
School				---	---
Retirees				(10)	(28)
Total	2123	2125	2187	2255	2395

(1) The subscriber counts above do not include COBRA subscribers, but includes 5 employees who are not General Fund employees.

(2) The projection shown under open enrollment / qualifying events is based on an assumption of current employees losing coverage on their spouse's plans, and changes in marital status or dependent status.

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, Massachusetts

Table 2: Health Insurance Budget: FY 2012 - 2016						
	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	Projected FY 2016	Percentage Increase FY 2015 to FY 2016
Town ⁽¹⁾	\$ 3,679,243	\$ 3,397,070	\$ 3,577,673	\$ 3,785,423	\$ 4,190,087	10.69%
School	\$ 10,576,185	\$ 9,851,024	\$ 9,957,423	\$ 10,772,796	\$ 12,053,737	11.89%
Retirees	\$ 6,976,588	\$ 5,026,524	\$ 5,364,397	\$ 6,104,480	\$ 6,390,235	4.68%
Total	\$ 21,232,015	\$ 18,274,618	\$ 18,899,493	\$ 20,662,699	\$ 22,634,059	9.54%
EdJobs Offset ⁽²⁾	\$ (557,007)	---	---	---	---	---
Mitigation Fund ⁽³⁾	---	\$ 1,120,000	---	---	---	---
Early Retiree Reinsurance Program ⁽⁴⁾	---	---	\$ (336,492)	---	---	---
Medicare Part B Penalty ⁽⁵⁾	---	\$ 101,205	\$ 93,683	\$ 106,050	\$ 116,655	10.00%
Net Budget Amount	\$ 20,675,008	\$ 19,495,823	\$ 18,656,684	\$ 20,768,749	\$ 22,750,714	9.54%

(1) Portion of salaries attributable to health insurance administration is inclusive in these figures.

(2) EdJobs was a federal stimulus grant provided to school departments.

(3) Mitigation Fund was a one (1) time cost in FY13 under the new health insurance statute.

(4) The Early Retiree Reinsurance Program was a federal grant to employers who provided health insurance to retirees under 65 years old.

(5) Medicare Part B Penalty is the amount the Town must pay due to deferred migration of retirees from active plans to Medicare supplement plans.

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2200 Debt Service

Program: Shared Expenses
Town of Lexington, Massachusetts

Mission: To manage the issuance of Town debt in a manner which contains issuance and interest costs and limits large increases or decreases in annual debt service.

Budget Overview: Debt service includes general fund principal and interest payments for levy-supported (non-exempt) debt and temporary borrowing, both authorized by Town Meeting as well as for capital projects being proposed to the 2015 Annual Town Meeting. Also included in these figures are debt issuance costs and interest on abatements. Debt service on water and sewer enterprise projects is shown in elements 3610 and 3710. Debt voted to be exempt from Proposition 2 ½, while not appropriated by Town Meeting, is shown for informational purposes.

2200 Debt Service

Program: Shared Expenses
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing:

There is no direct staff charged to this line-item. Staff support is provided through the Town Manager and Finance departments.

2200 Debt Service

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Recommendations:

Combined gross FY2016 debt service - inclusive of Within-Levy and Exempt debt service - is increasing by \$334,078, or 2.21%.

Within-Levy debt service - net of the proposed use of \$620,567 from the Capital Stabilization Fund to continue mitigating the debt service impacts of the financing of the modular classrooms at LHS, and other recommended FY2016 projects - is increasing by \$323,354 or 5.56%, the target rate of increase used in managing within-levy debt service. Based on the recommended FY16 General Fund capital budget net of debt service for the Parking Meter Replacement Program, it is projected that approximately \$2.26 million and \$1.14 million will need to be appropriated from the Capital Stabilization Fund at the 2016 and 2017 Annual Town Meetings, respectively, in order to continue mitigation of debt service, so that the annual increase in levy-supported debt service in each of those years is limited to 5%.

Exempt debt service, net of the proposed use of \$215,000 from the Capital Stabilization Fund to continue mitigating the debt service impacts of the Bridge/Bowman and Estabrook Elementary School projects is increasing by \$1,044,157, or 14.07%.

2200 Debt Service

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY2013 Actual	FY2014 Actual	FY2015 Estimated	FY 2016 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees & Charges	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total 2200 Debt Service	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%

Appropriation Summary (All Funds)	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY 2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%
Total 2200 Debt Service	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%

Level-Service Requests (Within Levy Debt)	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY 2016 Recommended	Dollar Increase	Percent Increase
Total 2210 Within-Levy Principal	\$ 4,767,186	\$ 4,657,772	\$ 5,490,414	\$ 5,169,842	\$ (320,572)	-5.84%
Total 2220 Within Levy Interest	\$ 695,715	\$ 694,599	\$ 980,676	\$ 939,550	\$ (41,126)	-4.19%
Total 2230 Temporary Borrowing	\$ -	\$ 57,625	\$ 259,551	\$ 646,170	\$ 386,620	148.96%
Total 2200 Within-Levy Debt Service	\$ 5,462,902	\$ 5,409,996	\$ 6,730,641	\$ 6,755,562	\$ 24,921	0.37%
Use of Capital Stabilization Fund to mitigate debt service impacts of LHS modular buildings construction and other	\$ -	\$ -	\$ (919,000)	\$ (620,567)	\$ 298,433	-32.47%
Net 2200 Within-Levy Debt Service	\$ 5,462,902	\$ 5,409,996	\$ 5,811,641	\$ 6,134,995	\$ 323,354	5.56%

Level-Service Requests (Exempt Debt)	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY 2016 Recommended	Dollar Increase	Percent Increase
Total 2200 Exempt Debt Service	\$ 6,599,081	\$ 8,527,654	\$ 8,373,332	\$ 8,682,489	\$ 309,157	3.69%
Use of tax levy (FY2013) and Capital Stabilization Fund (FY2014-FY2016) to mitigate debt service impacts of Bridge/Bowman and Estabrook Projects	\$ (400,000)	\$ (1,600,000)	\$ (950,000)	\$ (215,000)	\$ 735,000	-77.37%
Net 2200 Exempt Debt Service	\$ 6,199,081	\$ 6,927,654	\$ 7,423,332	\$ 8,467,489	\$ 1,044,157	14.07%

Total 2200 Debt Service	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%
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Object Code Summary (All Funds)	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY 2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	10.77%
Total 2200 Debt Service	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%

2300 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Mission: To provide for extraordinary and unforeseen expenses.

Budget Overview: The Reserve Fund is under the jurisdiction of the Appropriation Committee.

2300 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing:

There is no direct staff charged to this line-item. Staff support is provided through the Town Manager and Finance departments.

2300 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 Town Manager's recommendation for the Reserve Fund is \$900,000, which represents no increase over the FY2015 budget.

2300 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Directed Funding (Revolving Funds)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total 2300 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%

Appropriation Summary	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Total 2300 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%

Level-Service Requests	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 2300 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Total 2300 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%

Object Code Summary	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Total 2300 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%

Note: The FY2013 and FY2014 budget amounts for the Reserve Fund were \$900,000 in each year. \$210,350 was transferred in FY13 to supplement the snow and ice budget, and \$76,000 and \$42,000 was transferred in FY14 for supplemental funding of property and liability insurance and for Patriot's Day security, respectively. Spending resulting from those transfers is shown as part of the budgets in the departmental summaries in Public Works, Shared Expenses, and Police.

2400 Public Facilities

Program: Shared Expenses
Town of Lexington, Massachusetts

Mission: The mission of the Department of Public Facilities is to manage the efficient operation and maintenance of Town buildings, preserve facility and equipment assets of the Town, and plan and implement capital improvements. This mission will be accomplished through establishing appropriate services in support of building users, fostering continuous improvement in delivery of services, and by establishing a five-year capital plan in collaboration with the Permanent Building Committee and other Town committees.

Budget Overview: The Department of Public Facilities (DPF) is responsible for the coordination and care of all Town-owned buildings inclusive of those under the control of the Town Manager, Library Trustees and School Committee. The primary areas of service include custodial care and cleaning, building maintenance and repair (including preventative maintenance), utilities, and landscaping and grounds (school buildings only). The DPF administrative staff develops and implements the programs that provide services for the Town buildings. In addition, the DPF Capital Budget and the Rental Revolving Fund are managed by the staff.

Departmental Initiatives:

1. Support the operation of the Community Center.
2. Support the School Master Planning process.
3. Implement other priority projects.



2400 Public Facilities

Program: Shared Expenses
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing

School Facilities 2410	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Maintenance Staff ¹	8	10	10	11
Custodian ²	47	48	48	48
Sub-total FTE	55	58	58	59
Municipal Facilities 2420				
Superintendent	0	0	0	0
Foreman ³	1	1	1	0
Technician ⁴	1	1	1	0
Custodian ⁵	6	9	9	10
Sub-total FTE	8	11	11	10
Shared Facilities 2430				
Administrative Asst - Facility Coordinator	1	1	1	1
Administrative Asst - Clerical/ Rental Administrator	1	1	1	1
Administrative Asst - Account Clerk	1	1	1	1
Municipal Assistant - Part time	0	0.5	0.5	0.5
Director of Public Facilities	1	1	1	1
Assistant Director of Public Facilities	1	1	1	1
Superintendent of Custodial Services	1	1	1	1
Project Manager	1	1	1	1
Facility Superintendent	1	1	1	1
Facility Engineer	1	1	1	1
Event Manager ⁶	0.4	1	1	1
LHS Facility Manager	1	1	1	1
Sub-total FTE⁷	10.4	11.5	11.5	11.5
Total FTE	73.4	80.5	80.5	80.5
Notes: ¹ Two additional maintenance staff in FY 2014, funded from a reduction in contractual services (plumbing and carpentry) and due to new contract language that licensed staff can work in all DPF managed buildings. ² One additional custodial staff for new Estabrook School. ³ Foreman position replaced by Head Custodian position. ⁴ Municipal Technician replaced by Electrician in School (townwide) Maintenance Staff ⁵ Approved staff from FY 14 Program Improvement Requests: Three additional staff to maintain the property at 39 Marret Road, the Community Center site. ⁶ Event Manager hours increased to full time. ⁷ FTE count does not include full time Assistant Project Manager expensed to construction projects				

2400 Public Facilities

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended All Funds Department of Public Facilities budget inclusive of the General Fund operating budget, the Building Rental Revolving Fund and the PEG Access Revolving Fund - which funds staff that provides technical support to governmental programming - is \$10,341,014. The recommended budget is a \$14,308, or 0.14% increase over the FY2015 budget.

The Department of Public Facilities FY2016 recommended General Fund operating budget – inclusive of the Education Facilities, Municipal Facilities and Shared Facilities divisions - is \$9,899,631, which is a \$1,956, or 0.02% increase from the FY2015 General Fund budget.

The General Fund operating budget for Compensation is \$4,861,394, and reflects a \$97,408, or 2.04% increase, which is attributable to the cost of prospective step increases and prospective cost-of-living adjustments.

The General Fund operating budget for Expenses is \$5,038,237 and reflects a \$95,452, or 1.86% decrease which is, in large part, driven by reductions in utility costs for natural gas and electricity and the transfer of \$25,000 to the Information Services budget for VOIP phone maintenance agreements. Of the reductions in electricity, \$120,000 is attributable to savings from installation of solar panels on building roofs. This savings has been re-allocated to comprise part of the proposed FY16 funding of the Capital Stabilization Fund. The FY16 recommended budget for Expenses also includes \$108,500 for the purchase of an Aerial Lift truck.

The FY16 recommended PEG Access Revolving Fund request is \$20,516 which is effectively level funding of the FY15 budget. The Building Rental Revolving Fund budget request is \$420,866, an increase of \$11,783, or 2.88% which is primarily attributable to prospective increases in wages for staff charged to this account.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Compost Revolving Fund)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared)	Total	
Staff for in-house cleaning of Library, Public Services Building and Town Office Building ¹	\$ 127,510	\$ 45,000	\$ 172,510	\$ -	\$ -	\$ -	\$ 172,510
¹ The cost of this proposal would be offset by a \$117,000 reduction in contract cleaning costs, for a net cost of \$55,510.							

2400 Public Facilities

Program: Shared Expenses Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 9,343,330	\$ 9,669,741	\$ 9,897,675	\$ 9,899,631	\$ 1,956	0.02%
Enterprise Funds (Indirect)	-	-	-	-	-	-
Revolving Funds	-	-	-	-	-	-
Public Facilities Revolving Fund	\$ 359,735	\$ 391,166	\$ 409,083	\$ 420,866	\$ 11,783	2.88%
PEG Revolving Fund	\$ 10,000	\$ 10,000	\$ 19,947	\$ 20,516	\$ 569	2.85%
Total 2400 Public Facilities	\$ 9,713,065	\$ 10,070,907	\$ 10,326,705	\$ 10,341,014	\$ 14,308	0.14%

Appropriation Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY 2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,406,962	\$ 4,716,902	\$ 5,012,515	\$ 5,119,651	\$ 107,135	2.14%
Expenses	\$ 5,306,104	\$ 5,354,004	\$ 5,301,689	\$ 5,208,237	\$ (93,452)	-1.76%
Benefits	\$ -	\$ -	\$ 12,501	\$ 13,126	\$ 625	5.00%
Total 2400 Public Facilities	\$ 9,713,065	\$ 10,070,907	\$ 10,326,705	\$ 10,341,014	\$ 14,308	0.14%

Program Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY 2016 Recommended	Dollar Increase	Percent Increase
Education Facilities	\$ 7,112,927	\$ 7,206,946	\$ 7,258,223	\$ 7,189,980	\$ (68,244)	-0.94%
Municipal Facilities	\$ 1,610,193	\$ 1,793,617	\$ 1,965,660	\$ 1,904,656	\$ (61,004)	-3.10%
Shared Facilities	\$ 989,945	\$ 1,070,344	\$ 1,102,821	\$ 1,246,378	\$ 143,556	13.02%
Total 2400 Public Facilities	\$ 9,713,065	\$ 10,070,907	\$ 10,326,705	\$ 10,341,014	\$ 14,308	0.14%

Object Code Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY 2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,916,911	\$ 4,190,825	\$ 4,605,010	\$ 4,699,756	\$ 94,747	2.06%
Overtime	\$ 490,051	\$ 526,078	\$ 407,506	\$ 419,894	\$ 12,389	3.04%
Personal Services	\$ 4,406,962	\$ 4,716,902	\$ 5,012,515	\$ 5,119,651	\$ 107,135	2.14%
Contractual Services	\$ 1,546,425	\$ 1,343,433	\$ 1,341,810	\$ 1,348,060	\$ 6,250	0.47%
Utilities	\$ 3,079,883	\$ 3,205,852	\$ 3,155,179	\$ 2,912,977	\$ (242,202)	-7.68%
Supplies	\$ 541,937	\$ 699,331	\$ 665,200	\$ 732,200	\$ 67,000	10.07%
Small Capital	\$ 137,859	\$ 105,389	\$ 139,500	\$ 215,000	\$ 75,500	54.12%
Expenses	\$ 5,306,104	\$ 5,354,004	\$ 5,301,689	\$ 5,208,237	\$ (93,452)	-1.76%
Benefits	\$ -	\$ 2,728	\$ 12,501	\$ 13,126	\$ 625	5.00%
Total 2400 Public Facilities	\$ 9,713,065	\$ 10,070,907	\$ 10,326,705	\$ 10,341,014	\$ 14,308	0.14%

Appropriations Summary (General Fund Only)	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY 2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,210,260	\$ 4,482,549	\$ 4,763,986	\$ 4,861,394	\$ 97,408	2.04%
Expenses	\$ 5,133,071	\$ 5,184,464	\$ 5,133,689	\$ 5,038,237	\$ (95,452)	-1.86%
Total 2400 Public Facilities	\$ 9,343,330	\$ 9,667,013	\$ 9,897,675	\$ 9,899,631	\$ 1,956	0.02%

Appropriations Summary (Non-General Fund)	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY 2016 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 196,702	\$ 231,625	\$ 248,529	\$ 258,256	\$ 9,727	3.91%
Public Facilities Revolving Fund	\$ 186,702	\$ 221,625	\$ 233,270	\$ 242,663	\$ 9,393	4.03%
PEG Revolving Fund	\$ 10,000	\$ 10,000	\$ 15,259	\$ 15,594	\$ 335	2.19%
Expenses	\$ 173,033	\$ 169,541	\$ 168,000	\$ 170,000	\$ 2,000	1.19%
Public Facilities Revolving Fund	\$ 173,033	\$ 169,541	\$ 168,000	\$ 170,000	\$ 2,000	1.19%
Benefits	\$ -	\$ 2,728	\$ 12,501	\$ 13,126	\$ 625	5.00%
Public Facilities Revolving Fund	\$ -	\$ 2,728	\$ 7,813	\$ 8,204	\$ 391	5.00%
PEG Revolving Fund	\$ -	\$ -	\$ 4,688	\$ 4,922	\$ 234	5.00%
Total 2400 Public Facilities	\$ 369,735	\$ 403,894	\$ 429,030	\$ 441,382	\$ 12,352	2.88%

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